

# DEPARTMENT OF THE INTERIOR MINERALS MANAGEMENT SERVICE MANUAL

## Transmittal Sheet

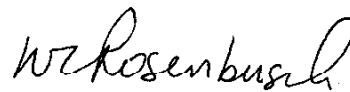
Release No. 268

January 20, 2000

SUBJECT: Delegation Series  
Part 200 Delegation Policy  
Chapter 1 Redelegations

### EXPLANATION OF MATERIAL TRANSMITTED:

This chapter establishes policy and guidelines for the efficient and effective methods of redelegation of authority from the Director to other officials within the Minerals Management Service.



Director

### FILING INSTRUCTIONS:

#### REMOVE:

<u>Part</u>	<u>Chapter</u>	<u>Pages</u>	<u>Release</u>
200	1	1-3	08

#### INSERT:

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200	1	1-3	268

OPR: Office of the Associate Director for Administration and Budget

# DEPARTMENT OF THE INTERIOR MINERALS MANAGEMENT SERVICE

Delegations Series

Part 200 Delegation Policy

Chapter 1 Redelegations

200.1.1

1. Purpose. This chapter establishes policy and guidelines for the redelegation of authority from the Director to other officials within the Minerals Management Service (MMS).

2. Objective. The objective of this chapter is to provide for efficient and effective methods of redelegation of authority.

3. Authority.

A. Departmental Manual (200 DM 1 Delegation of Authority).

B. Departmental Manual (218 DM 1-8 Delegation, Director, Minerals Management Service).

4. Definitions.

A. Authority. The ability to make the final, binding decision and/or take specific action as an official representing the U.S. Government. Such authorities have a legal basis in statute or regulation. Authority to make a decision or take an action can be redelegated. An example of such authority is the ability to approve agreements under the OCS Lands Act.

B. Redelegation of Authority. The ability of an official who holds a particular authority to give to another official or officials the power to take actions or make decisions of legal standing under that authority.

C. Responsibility. The state or fact of being answerable or accountable for something within one's power or control. For example, the daily administration of procedures relating to agreements is an assigned responsibility inherent in a position.

5. Policy. The policy of the MMS is to decentralize authority to the lowest level of operation at which such authority would be most practicable and efficient.

6. Scope. The Delegation Series of the MMS Manual (MMSM) will serve as the official medium for issuing redelegations of authority from the Director to the Associate Directors. For further redelegations by these officials, see paragraph 11C. There are also delegations that are made on a functional basis. These delegations will be published in MMSM 205.

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Delegations Series

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200.1.7

7. Effect of Further Redelegation.

A. Officers who redelegate their authority do not divest themselves of the power to exercise that authority, nor does the redelegation relieve them of the responsibility for action taken in accordance with the redelegation.

B. Officials and officers higher in the chain of command are automatically delegated any authority redelegated to any position or office under their jurisdiction unless otherwise clearly specified in the redelegation.

C. Acting Officials unless otherwise stated in a redelegation have the full authority of those whose duties they are performing. No special redelegation of authority need be made to anyone serving in an acting capacity.

8. Limitations. Persons redelegated authority must exercise it in accordance with public laws; executive directives; Federal regulations; and Department and MMS policies, standards, organization and budgetary limitations, and administrative instructions.

9. Responsibility. The Associate Director for Administration and Budget is responsible for review and coordination of MMS delegations of authority. This responsibility is carried out through the Senior Staff Assistant.

10. Publication of Redelegations in the Federal Register. Any delegation (or redelegation) of authority which has a direct impact on any sector of the public will be published in the Federal Register.

11. Guidelines.

A. In determining the extent to which authority should be redelegated, consideration should be given to the existence of adequate policy and program guidance; the presence of competent personnel and adequate facilities; the need for centralized operations in the interest of efficiency, security, or financial control; or the necessity of coordinating programs on a bureau-wide, Department, or interagency basis.

B. Redelegations should be prepared in terms of position titles rather than named individuals. Requests for redelegations of authority from the Director to the Associate Directors and the Chief of the Office of Communications made by heads of offices seeking specific authority are prepared in the form of an MMSM chapter. Approval of the MMSM chapter indicates approval of the delegation.

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200.1.11C

C. Further redelegations by these officials will be in the form of a memorandum to the individual receiving the redelegation. The memorandum will be signed by the redelegating official and must be reviewed by the Senior Staff Assistant, Office of Administration and Budget.

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